

9 April 1953

OPM 42-100-4
PERSONNEL DIRECTOR MEMORANDUM NO. 24-53

*Revised by
OPM 42-100-13
(11-55) 13 Apr 53*

SUBJECT: Preparation of Staff Studies, Memoranda, and Other Correspondence

1. Recently several papers prepared by members of this office have been returned with notations to the effect that it was necessary for the receiving office to rewrite or retype the paper before sending it on to higher authority because of its poor appearance, use of incorrect grammar, mis-spelling, etc.

2. A paper which makes a poor appearance tends to create an unfavorable attitude toward the paper's substantive content, regardless of its intrinsic merit. All written material prepared in the Personnel Office should be reviewed carefully for style and general appearance as well as substantive content. This includes such details as correct spelling and use of punctuation, proper grammar, neat (or preferably no) erasures, etc. No paper leaving this office should be in such a condition that a receiving office feels it must be retyped before sending it forward.

3. In order to improve the quality of our work, the following points must be given special attention by those engaged in writing or typing activity:

a. If erasures must be made, they should be made neatly and the typewriter carriage correctly aligned before any retyping is done. If erasures cannot be made neatly or if an excessive number of erasures occur on one page, that particular page should be retyped.

b. The dictionary should be consulted if any doubt arises as to the correct spelling of any word.

c. Questions concerning grammar, syntax, punctuation, etc. should be checked carefully.

d. The section on definitions in the back of the Correspondence Manual should be employed as an aid to the correct usage of certain words.

4. Except as provided in paragraph 5, below, only those copies retained within the Personnel Office of correspondence forwarded to other Agency components will bear identification initials, i.e., the originating Personnel Office component, writer, secretary, and date prepared. Copies intended for other Agency components will not show this information.

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5. With respect to correspondence prepared for the signature of the Director or Deputy Director of Central Intelligence, one of the two copies of such correspondence forwarded for retention by their offices will bear the signature and title of the originator and each concurring officer.



GEORGE E. MELDON
Personnel Director

STATINTL

NB:

In the past, executive personnel of the Personnel Office have, on occasion, typed material for transmittal to higher offices. While this is commendable, unless the individual is an expert typist, it is now preferred that a regular typist accomplish such work.

GEM